

## **TIMEKEEPING AND REIMBURSEMENT- COOPERATING AGENCY PERSONNEL ASSIGNED TO CAL FIRE INCIDENT COMMAND TEAMS**

**3838**

(No.48 Jun 2013)

### **GENERAL**

**3838.1**

(No.48 Jun 2013)

In accordance with the Emergency Incident Management Handbook, [Section 7756.1](#), cooperating agency personnel, who meet the requirements of [Section 7756.2](#), may be assigned to CAL FIRE Incident Command Teams (ICT).

The purpose of this section is to ensure consistent, accurate and timely reimbursement to federal, state (non-CAL FIRE), contract county and local government agencies for validated costs associated with deployment of their employees assigned to CAL FIRE ICTs.

The team Incident Commander (IC) shall ensure that the provisions of this policy are met.

### **METHODS OF PAYMENT**

**3838.2**

(No.48 Jun 2013)

The method of payment for cooperating agency personnel assigned to a CAL FIRE ICT shall be as follows:

- Reimbursement for **federal agency employees** shall be in accordance with the terms and conditions of the applicable federal agency agreement.
- On incidents where a **cost share agreement** is executed between CAL FIRE and the federal agencies, the cost of the federal agency employees shall be included in the federal cost pool.
- Reimbursement for **state agency employees** shall be made to the agency on Service Agreement and Invoice (STD-13A).
- Reimbursement for **contract county employees** shall be made in accordance with the contract county agreement and respective annual operating plan.
- Reimbursement for **cooperating agency** employees (local and federal agencies not covered by a pre-existing cooperative fire protection agreement) shall be made on the Service Order (CAL FIRE-93).

## **COOPERATIVE AGENCY OPERATING PLAN**

**3838.3**

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The operating plan shall include each of the components identified in the sample “Operating Plan for Cooperating Agency Personnel on CAL FIRE Incident Command Teams” (operating plan) located in Exhibit 18 of this handbook. An operating plan will be used when other agency’s personnel are assigned to a CAL FIRE ICT. CAL FIRE team ICs shall have signatory authority for CAL FIRE.

The operating plan will remain in effect for the lesser of 1) two years, 2) until the employee is no longer assigned to the CAL FIRE ICT, 3) changes in CAL FIRE policy require a change to the operating plan, or 4) cooperating agency rate changes require a new operating plan.

## **COMPLETING PAY DOCUMENTS**

**3838.3.1**

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The cooperating agency may update rates as necessary by submitting a new operating plan. Reimbursement will be based on the rates in the operating plan on file with the IC at the time of dispatch.

### **Personnel**

- Document preparation for the reimbursement of personnel salaries and staff benefits will be made at the incident, and will include a reasonable estimate for return time.
- For hourly employees, the rate should be identified as an hourly rate with straight and overtime listed separately. Specify by check mark if the dispatching agency compensates the employee for “actual hours worked” or “portal to portal”.
- For salaried employees (exempt from overtime), the rate should be listed as an hourly rate based on the employee’s prorated weekly, semi-weekly or bi-weekly salary determined by the number of regularly assigned days the employee works. Reimbursement will only be for regularly assigned days and shall not exceed validated costs to the dispatching agency.
- Differential pay directly related to the incident is reimbursable.
- The appropriate staff benefits rate will be applied to the total reimbursable personnel costs.

## **Vehicle**

The cooperating agency will bill mileage using the vehicle mileage rate in the operating plan.

## **Incidental Support Costs**

The cooperating agency may submit an invoice to CAL FIRE for incidental costs such as meals and lodging while traveling to and from the incident, per diem and incident related cell phone charges. Per diem and lodging costs shall not exceed those for CAL FIRE Bargaining Unit 8 employees. The cooperating agency must provide supporting documents for all reimbursable incidental costs.

## **Administrative Rate**

Cooperating agencies must provide an administrative rate in the operating plan. The administrative rate is intended to be applied to the total costs on the invoice.

Cooperating agencies shall invoice their actual costs consistent with their operating plan to the CAL FIRE unit with administrative responsibility for the incident. The invoice must include appropriate supporting documents, including any claims and/or invoices submitted to any other local, state or federal agencies.

## **Pay Documents**

The Incident Finance Section will provide the [Personnel and Equipment Report \(FC-33\)](#) and the operating plan to the Unit with administrative responsibility.

A copy of the FC-33 and operating plan will accompany the pay document, along with any invoice and supporting documentation when processing to the Departmental Accounting Office (DAO).

## **CALSTARS Coding**

The following CALSTARS object codes shall be used for coding the above documents:

Contract Labor – California Conservation Corp	398.03
Contract Labor – California Department of Corrections and Rehabilitation	398.04
Contract Labor – California Emergency Management Services	398.06
Contract Labor – California National Guard	398.07
United States Forest Service Master Agreement	418.04

Bureau of Land Management	418.06
Contract labor – Local Government Resources	418.07
National Park Services	418.08
Federal Agency Fire Billings – Other	418.09

For additional information, refer to [Section 3762.4.3](#) of the 3600 Accounting Procedures Handbook.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)